



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CG

10 1 1993

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #31-04, Sponsorship

1. REFERENCE.

- a. AR 600-8-8, 1 July 1993, The Total Army Sponsorship Program.
- b. FLW Regulation 600-3, 9 July 2001, Officer Management.

2. PURPOSE. To welcome and assist military and civilian employees and their family members relocating to United States Army Maneuver Support Center and Fort Leonard Wood.

3. GENERAL. Officers and noncommissioned officers relocating to Fort Leonard Wood are assigned a sponsor. Civilian employees are given the opportunity to participate in the program. Newcomers understand our concern for their welfare and every effort is taken to lessen difficulties connected with relocation.

4. POLICY/PROCEDURES.

a. Commanders and directors will comply with the following requirements in accordance with referenced regulations:

(1) The unit commander or activity director designates an individual sponsor not later than 90 days prior to arrival at Fort Leonard Wood for military, and upon notification of selections (4-6 weeks) for civilians.

(2) A welcome letter is sent from the battalion commander (for officers); command sergeant major (for enlisted Soldiers); and commander or activity director (for civilian employees) to the incoming Soldier or civilian employee.

(3) Selected/appointed sponsors provide welcome letters and information packets within 10 days of request for a sponsor or appointment as a sponsor.



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b. The Army Community Services Relocation Readiness Program provides sponsor training, welcome packets, and pre-move destination information (to include Standard Installation Topic Exchange System (SITES)) upon request. In a continuing effort to improve the sponsorship program, an inbound services survey is conducted during the Newcomers Briefing. Sponsorship information can be requested on the Fort Leonard Wood web site, www.wood.army.mil/mpo/sponsor.

c. The quarterly Organizational Inspection Program and individual surveys are administered for an effective program evaluation. To monitor results of the sponsorship program and improve services, Soldiers will complete DA Form 7274, Sponsorship Program Survey, during inprocessing.

d. The Adjutant General/Military Personnel Office and Civilian Personnel Advisory Center provide administrative assistance to comply with the sponsorship program.

5. SUPERSESSION. This supersedes the previous command policy, subject as above, dated 8 May 1998.

6. PROPONENCY. The proponent for this policy is the Adjutant General, Military Personnel Office, 596-2867, and Civilian Personnel Advisory Center, 596-0927.



RANDAL R. CASTRO
Major General, USA
Commanding

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Companies, Detachments, Tenant Units,
Directorates, and Personal Staff Offices